



Sachin Khode

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Professional Summary

- Vast experience in Team Management, Training domain and sales. Good hands on MS office with process development.
- Expert as in team player, engagement activities, managerial training, internal employee engagements and events.
- A skilled communicator; able to maintain cultural sensitivity, establish rapport with members of diverse groups, and promote team cohesiveness
- Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.
- Analytical & Problem Solving, Strategic Planning, Operations, Team Handling & Report Presentation, Good Communication, Project monitoring, Good Communication.
- A highly proficient team player, with great leadership ability.

Areas of Expertise

- Highly astute, energetic, and team spirited with a strong work ethic able to fill various operations roles.
- Creating a dynamic environment, imparting training to team members that fosters development opportunities and motivates high performance amongst team.
- Proactively identifies opportunities for improvements and makes recommendations as per the organizational compliance policies.

Experience

ITRC Technologies Pvt. Ltd

Sr. Trainer, L&D

Indore, M.P.

Jun 2017 – Present

Responsibilities:

- Responsible to manage, coordinate and supervise the overall national level Training programs being conducted for upgrading the behavioral skills under different governmental projects and schemes for existing managers.
- Handling whole training team with coordination of Center In charges on daily basis.
- Conducting TOT and boot camp session of newly hired managers and trainers.
- Important role in process development and up gradation.
- Coordinating & delivering in managerial training for new implementation, inductions and company policies training.
- Responsible for behavior implementations, coordination Managing resources within culture development aspects.
- Coordinating Recruitments, TNA and Content development for various governments sponsored training programs.
- Understand the training content, plan and conduct Training of managers who in turn delivers it to the organization within a given period and give feedback on the course content and other training materials to ensure that the information employee receive remains relevant, accurate and up to mark.

**Market Magnify Invest Advisor
Trainer, Process & Sales
Indore, M.P.**

Sep 2016 – May 2017

Responsibilities:

- Design and implement Training programs (Process Training, Soft Skills, Team Building, Who Am I, Selling Skills, Induction and TNA and so forth).
- Developing strong presentable and organized skills for employees and managers and responsible for OJT.
- Monitoring personal development plans for employee's performance and behavior and assessing training effectiveness with pre and post training audits.
- Focus on Process Improvement, cost reduction & delivery tangible benefits.
- Analyze Audit data, Compliance, Communication & Process related data.
- Lead process improvement Projects at an individual level & complete high impact projects.
- Perform AUDITS to assess baseline, monitor progress, and identify opportunities.
- Collate and reports companywide audit results, performance metrics and tracks on-time execution of finding closure.
- Facilitate the process improvement activities (data collection, team brainstorming, analysis, process mapping, etc.)
- Update training materials to make them more relevant to the needs of the organization and projects.
- Consistency and continuous improvement of training and quality program development.
- Further Schedule the other dimension of training as mentioned below
 - ❖ Life skill Training
 - ❖ Motivational Training
 - ❖ Corporate Training & Sales Training
 - ❖ Communication training.

**Girnarsoft Pvt. Ltd. (cardekho.com)
Car Consultant (Out-bond luxury car Sales)
Indore, M.P.**

Dec 2015 – Sep 2016

Responsibilities:

- Understands automobiles (cars) by studying characteristics, capabilities, and features; comparing and contrasting competitive models; with these all proficiency educated all vehicle features to customer.
- Coordinated dealer-to-dealer trades.
- Established long term relationship with customers developed a pattern of repeat sales, client loyalty and referrals.
- Utilized CRM database as a selling instrument to complete open deals and find sales opportunities
- Achieved and maintained the highest levels of customer service and satisfaction.
- Contacted customers to notify them of special sales through email, direct mail and phone campaigns.
- Measurably improved process's overall customer retention.
- Consistently delivered personal performance which ranked in top three sales for the dealership
- Supported and mentored
- Fetched accurate, rapid cost calculations and providing customers with quotations.
- Maintained relationships with clients by providing support information and guidance, researching and recommending new opportunities, recommending profit and service improvements.
- Demonstrates automobiles by explaining characteristics, capabilities, and features taking drives explaining warranties and services within the organized events.
- Participated in campaigns in which forthcoming product promotions was included (i.e. AUTO Expo Delhi).

Money Rise Research
Sales Trainer
Indore, M.P.

Sep 2014 to Oct 2015

Responsibilities:

- Teaching proper communication to the clients.
- Training of relevant sales behavior.
- Stock Market training.
- Motivate trainees towards sales and its significance.
- Demonstrate sales skills on phone calls.

Customer First BPO Services Pvt. Ltd.
Customer Support Executive
Indore, M.P.

Jun 2013 to March 2014

Responsibilities:

- Taking Australian customer's calls and providing information.
- Taking follow up calls for Australian Food Research process

Education

Course	University/Board	Percentage/CGPA
Bachelor Of Engineering (Electrical&Electronics)	RGPV, Bhopal	6.11
12 th	State Board	79.70
10 th	State Board	82.00

Additional Information

Certifications:

- Certified Trainer from RASCI 2017.

Key Skills:

- People Management
- Team Building Skills
- ProblemSolver
- Platform Skills
- Good At Présentations & Engagement

Languages:

- Hindi
- English
- Marathi

Declaration:

I hereby declare that the information given above is true to the best of my knowledge & belief.

SachinKhode